



# *West Coast Gymnasts Inc*

## **PRIVACY POLICY**

Club Name: West Coast Gymnasts  
Address: 1 /69 Truganina Road  
CITY: MALAGA Postcode: 6090  
Written by: Kath Arendt & Annette Polglaze  
Position held: Treasurer Administrator

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## **2.0 INTRODUCTION**

West Coast Gymnasts is committed to providing the highest levels of membership service. This includes protecting member's privacy. From 21 December 2001, we have been bound by the new sections of the Commonwealth Privacy Act 1988, which sets out a number of principles concerning the protection of individual's personal information.

The aim of these new laws is to ensure that organisations handle personal information responsibly and provide a consistent approach to its collection, use, disclosure, access and protection. These new laws also give the individual new rights such as access to their personal information and the ability to correct it, if needed.

This Privacy Statement contains the following important information the Privacy Act requires us to communicate to all of our members, regarding the use of personal information:

- 3.0 What is personal information?
- 4.0 What is sensitive information?
- 5.0 Employee Records Exemption
- 5.0 How we collect personal information
- 4.0 How we use personal information
- 5.0 When we disclose personal information
- 6.0 Storage and security of personal information
- 7.0 Accuracy of personal information
- 8.0 Access to personal information

This Privacy Statement was originally created in February 2005. West Coast Gymnasts will review its Privacy Statement annually with the aim of ensuring it is consistent with current best practices and legal requirements.

## **3.0 WHAT IS PERSONAL INFORMATION?**

Personal information is information about an individual who can be identified, or whose identity could be reasonably ascertained, from the information. An individual is a natural person and therefore our policy does not extend to information about non-natural persons such as a business or a Club, unless that information also constitutes personal information. Information is still regarded as personal information, even if it not true or correct and whether or not it is recorded in a material form or not.

## **4.0 WHAT IS SENSITIVE INFORMATION?**

Personal information is sometimes not only personal but also personal and sensitive information. Sensitive information is information or an opinion about an individual's

- 4.1 Racial or ethnic origin; or
- 4.2 Political opinions; or
- 4.3 Customer of a political association; or
- 4.4 Religious beliefs or affiliations; or
- 4.5 Philosophical beliefs; or
- 4.6 Customer of a professional or trade association; or
- 4.7 Customer of a trade union; or
- 4.8 Sexual preferences or practices; or
- 4.9 Criminal record;

## **5.0 EMPLOYEE RECORDS EXEMPTION**

**5.1** An employee record, in relation to an employee, means a record of personal information relating to the employment of the employee. Examples of personal information relating to the employment of the employee are health information about the employee and personal information about all or any of the following:

- 5.1 The engagement, training, disciplining or resignation of the employee;
- 5.2 The termination of the employment of the employee;
- 5.3 The terms and conditions of employment of the employee;
- 5.4 The employee's personal and emergency contact details;
- 5.5 The employee's performance or conduct;
- 5.6 The employee's hours of employment;
- 5.7 The employee's salary or wages;
- 5.8 The employee's customer of a professional or trade association;
- 5.9 The employee's trade union customer;
- 5.10 The employee's recreation, long service, sick, personal, maternity, paternity or other leave;
- 5.11 The employee's taxation, banking or superannuation affairs.

**5.2** Acts done or practices engaged in by West Coast Gymnasts Inc where West Coast Gymnasts is or was an employer of an individual are exempt from the application the Act and this policy, if the act or practice is directly related to:

- 5.2.1 A current or former employment relationship between West Coast Gymnasts and the individual; and
- 5.2.2 An employee record held by the West Coast Gymnasts and relating to the individual.

This exemption does not apply to prospective employees, contractors, subcontractors or temporary staff who are employees of a recruitment agency

## **6.0 HOW WE COLLECT PERSONAL INFORMATION**

To deliver and enhance the services offered by West Coast Gymnasts, certain personal information is collected. West Coast Gymnasts collects personal information from members that this is volunteered when they:

- 6.1** Register to become an affiliated club
- 6.2** Register to become a club member (ie: athlete, volunteer, administrator, official of an Affiliate Club member)
- 6.3** Register to become a technical member
- 6.4** Enter a Gymnastics event or participation program
- 6.5** Participate in a Gymnastics course or workshop
- 6.6** Purchase merchandise from us
- 6.7** Request information from us
- 6.8** Provide information to one of our staff
- 6.9** Participated in one of our surveys

## **7.0 HOW WE USE PERSONAL INFORMATION**

We will only collect information that is necessary for us to carry out our primary purpose of providing services relating to: membership, education, events and merchandise.

Personal information may be used in order to:

- Provide the services required
- Internal accounting and administration
- Regulatory reporting and compliance
- Helping us to identify and inform members about other products or services that may be of benefit.

If we send members any information about services or products they do not require, or they do not want us to disclose personal information to any other organisation (including related organisations) they can advise us accordingly by writing to our Association's office.

If they do not advise us otherwise, they confirm agreement on their own behalf and/or on behalf of others they represent.

If they choose not to provide personal information, we may not be able to provide them with the services required, or the level of service on which we pride ourselves. This includes the provision of membership benefits such as Insurance cover.

## 8.0 WHEN WE DISCLOSE PERSONAL INFORMATION

We disclose personal information to other organisations that we believe is necessary to assist in providing our services. The organisations to which we disclose information include:

- 8.1 Outsourced service providers who manage the services we provide to members, including:
  - 8.1.1 Gymnastics Western Australia
  - 8.1.2 Gymnastics Australia
  - 8.1.3 Insurers
- 8.2 Our professional advisors, including our accountants, auditors and lawyers
- 8.3 Government and regulatory authorities and other organisations, as required or authorised by law

We limit the use and disclosure of any personal information provided by us to such organisations for the specific purpose for which we supplied it. West Coast Gymnasts will not use or disclose personal information about an individual for any **secondary purpose**, other than the primary purpose of the collection unless that secondary purpose is related (directly related in the case of sensitive information) to the secondary purpose and the individual would reasonably expect the disclosure in the circumstances or unless consent has been given.

When members provide us with personal information about other individuals, we rely on them to have made these individuals aware that they will or may provide their information to us, the purposes we use it for, the types of third parties we disclose it to and how they can access it. This is extremely important for Club owners providing the personal information of their members

## 9.0 STORAGE AND SECURITY OF PERSONAL INFORMATION

West Coast Gymnasts stores personal information on a computer database. Member's personal information may be held in both paper file and computer file form. We have implemented measures of a reasonable nature to ensure that all personal information about members is securely stored from misuse, loss and unauthorised handling.

## **10.0 ACCURACY OF PERSONAL INFORMATION**

We take reasonable steps to ensure that whenever we collect, use or disclose personal information that it is accurate, complete and up to date. Personal information is collated from Gymnastics Australia's IMIS Member Database.

Where West Coast Gymnasts holds personal information about an individual and that individual is able to demonstrate that the information is inaccurate, incomplete or not up to date, West Coast Gymnasts will take steps to correct, complete or up date the personal information.

A request for correction must be made by using the Request for Correction form and any personal information will only be changed after the individual has positively identified himself or herself.

## **11.0 ACCESS TO PERSONAL INFORMATION**

Members have a right to access their personal information, subject to some exceptions allowed by law. If a member would like to do so, they can gain access to their personal information by contacting or by writing to West Coast Gymnasts' office. Alternatively, they may also advise us at any time about possible breaches of privacy, or inaccurate, incomplete personal information that may have changed.

## **12.0 IMPLEMENTATION OF PRIVACY POLICY**

All West Coast Gymnasts' employees, who have access to personal information receive training in West Coast Gymnasts' Privacy Policy and procedures and the National Privacy Principles and will collect, use, hold, store and disclose any personal information in accordance with the National Privacy Principles and this Policy.

Failure to abide by this policy of any employee may result in counseling, disciplinary action, and where a serious breach occurs may include the possible termination of their employment.

## **13.0 AUDITS-ENSURING ONGOING COMPLIANCE**

The Club Administrator has ongoing accountability for the compliance of West Coast Gymnasts with this Privacy, our procedures and with the Act. This will involve an annual audit of the acts and practices of the West Coast Gymnasts in respect of the personal information we collect, use, hold, store and disclose and for ensuring ongoing training to employees to ensure compliance.

The Club Administrator is also responsible ensuring this policy is appropriately amended to take account of any future amendments to the Act.

## **14.0 COMPLAINTS OF INTERFERENCE WITH PRIVACY**

Any individual who believes that West Coast Gymnasts may have interfered with their right to privacy as set out in the National Privacy Principles and this Policy can make a complaint to the Club Administrator

## **15.0 COMPLAINT PROCESS**

After receipt of a complaint lodged with the Club Administrator the Administrator will investigate the allegation.

After the Administrator has conducted an investigation, the Club Co-ordinator together with the President of the committee will respond in writing to the individual who has complained with the outcome of the investigation.

Should an interference with an individual's privacy be acknowledged the Administrator will then take steps to rectify the interference, the Administrator will respond in writing as soon as it is practical to do so.

West Coast Gymnasts reserves the right to hold all documents lodged or arising out of or in connection with any complaint of an interference with privacy for the purpose of obtaining legal advice or for demonstrating compliance with the Act, the National Privacy Principles and this Policy.

An individual who believes West Coast Gymnasts has interfered with their privacy and who is not satisfied that they have had an appropriate response from West Coast Gymnasts can contact the federal Privacy Commissioner.

The website of the Australian Privacy Commissioner is [www.privacy.gov.au](http://www.privacy.gov.au) or telephone 1300 363 992.

# APPENDIX 1

## Complaint for Breach of Privacy



This form is to be completed by an individual who has a complaint that West Coast Gymnasts has interfered with their Privacy.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Address: \_\_\_\_\_

What capacity have you had a relationship with West Coast Gymnasts (ie Gymnast, Parent, Contractor, consultant, prospective employee.)?

\_\_\_\_\_  
\_\_\_\_\_

In what way do you believe West Coast Gymnasts has interfered with your Privacy?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please include any forms or evidence you may have)

This form may be lodged by mail or hand delivered to:

Administrator  
West Coast Gymnasts  
Unit 1/69 Truganina Road  
MALAGA WA 6090

By fax to:

9209 1143

By email to:

admin@westcoastgym.org